

The NSSC—Open for Business

The NASA Shared Services Center (NSSC) is a public/private partnership between NASA and Computer Sciences Corporation Service Providers. The NSSC consolidated selected activities in Financial Management (FM), Procurement, Information Technology (IT), and Human Resources (HR) into one new Center: NSSC. The NSSC opened March 1, 2006 on the grounds of Stennis Space Center in Mississippi. Our vision is to provide “Unparalleled Service,” which will be measured and reported to all customers. We will work collaboratively with Centers to meet all service needs via a Customer Contact Center (CCC) and Center Liaisons located at each Center.

Contact Us

NSSC Building 5100
Stennis Space Center, MS 39529

Toll Free: 1-877-NSSC123 (1-877-677-2123)
Fax: 1-866-779-NSSC (1-877-779-6772)
Email: nssc-contactcenter@nasa.gov

NSSC homepage:
www.nssc.nasa.gov

NSSC Customer Service page:
www.nssc.nasa.gov/customerservice

How to Transmit Documents to the NSSC

Technical packages, excluding documents with proprietary data, can be sent as follows:

Email: All non-proprietary documents should be sent to the following unsecured email address. Documents transmitted to this email will be loaded directly into the NSSC document library for routing.
nssc@nasa.gov

SAP/IEMP: Centers may opt to forward Technical Requirements Packages as attachments in the SAP/IEMP system in accordance with local procedures.
Note: The preferred method is to attach all non-proprietary documents of the Technical Requirements Package to the PR in SAP.

Fax: Do NOT fax proposal or proprietary information. Faxed information is secure once it arrives at NSSC; however, transmission of fax is unsecured. Documents transmitted to this fax will be loaded directly into the NSSC document library for routing.
1-866-779-6772

Technical packages, including documents containing proprietary data, can be sent as follows:

Mail: All documents, including those with proprietary data, can be mailed to the following address. Documents transmitted via mail will be loaded directly into the NSSC document library for routing.

NASA Shared Services Center
Attn: Office of Procurement-SP
Building 5100
Stennis Space Center, MS 39529

Grants and Cooperative Agreements Status/Query:
www.nssc.nasa.gov/grantstatus

Grant/Cooperative Agreement Procurement Documents:
www.nssc.nasa.gov

- Select Customer Service
- Select Procurement
- Select Grants and Cooperative Agreements

www.nasa.gov

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National Aeronautics and
Space Administration



NSSC
NASA Shared Services Center

Quick
Reference Guide
May 2006

Customer Focused

grants & cooperative agreements



NSSC Responsibilities

- Award and administration of Grants and Cooperative Agreements to institutions of higher education, hospitals, and other non-profit organizations in accordance with Subparts A and B, as defined in 14 CFR Part 1260.4(a), of the NASA Grant and Cooperative Agreement Handbook.
- Award and administration of Grants only with commercial firms in accordance with Subparts A and B, as defined in 14 CFR Part 1260-4(b), of the NASA Grant and Cooperative Agreement Handbook.
- Award and administration of Grants and Cooperative Agreements with State, Local, and Indian Tribal Governments in accordance with Subpart C, 14 CFR Part 1273, of the NASA Grant and Cooperative Agreement Handbook.
- Award and administration of Earmarks resulting in any type of Grant or Cooperative Agreement, excluding award of Cooperative Agreements with commercial firms and excluding award of Grants and Cooperative Agreements to establish and maintain science and research institutes.
- Award and administration of Unsolicited Proposals resulting in any type of Grant or Cooperative Agreement, excluding award of Cooperative Agreements with commercial firms and excluding award of Grants and Cooperative Agreements to establish and maintain science and research institutes.
- Reference Appendix VI of the Grant and Cooperative Agreement Service Delivery Guide for a complete list of current institutes which are excluded from NSSC award and administration. The list is subject to change.
- Provide a publicly accessible web site for NSSC pre-award and post-award status on Grants and Cooperative Agreements.
www.nssc.nasa.gov/grantstatus

Centers' Responsibilities

- Provide a Purchase Request Package to the NSSC which includes the Technical Requirements Package (TRP) and a Purchase Request (PR).
- Continue the administration of all existing Grants and Cooperative Agreements, including Earmarks, awarded at the Center through completion of closeout.
- Award and administration of Grants and Cooperative Agreements to establish and maintain existing science and research institutes.
- Award and administration of Cooperative Agreements to commercial firms in accordance with Subpart D, as defined in 14 CFR Part 1274-102(a, b, and c), of the NASA Grant and Cooperative Agreement Handbook.
- All Earmarks resulting in contracts.
- Award and administration of Unsolicited Proposals resulting in award of Cooperative Agreements with commercial firms and award of Grants and Cooperative Agreements to establish and maintain science and research institutes.
- On a case-by-case basis, and under exceptional circumstances, the Center may request a waiver from NASA HQ Office of Procurement, to allow that Center to award or retain a particular Grant or Cooperative Agreement that would otherwise be handled by the NSSC. The waiver request shall address the compelling reasons the Center considers it in NASA's best interest to process the action locally.
- The Centers retain the ability to issue their own Broad Agency Announcement (BAA), NASA Research Announcement (NRA), Announcement of Opportunity (AO), and Cooperative Agreement Notice (CAN).
- The Centers retain all program/project management activities (safety, budgeting, funding, costing, property management, patents, technology transfer). The Centers' Finance Offices shall retain the payment management function (SF-272) until Finance is transitioned to the NSSC in FY08.

PR Package Checklist

Required Documentation for New Awards/Renewals (including successor Grants)
SOLICITED: Technical evaluation/peer review evaluation and selection documentation
UNSOLICITED: Technical evaluation, Justification for Acceptance of Unsolicited Proposal (JAUP) and Technical Officer's recommendations
COPY OF SELECTION LETTER (if one was sent to PI)
APPROVED DETAILED BUDGET (to include appropriate narrative)
CERTIFICATIONS
ENDORSED PROPOSAL
COPY OF THE BAA/NRA/AO/CAN (cover page only)
JUSTIFICATION AND OTHER APPROVALS (equipment, travel, subcontract consent, general purpose equipment, etc.)
SPECIAL LANGUAGE AND/OR REQUIREMENT FOR AWARD (unique reporting requirements, training Grant provisions, statement of nature of collaboration for Cooperative Agreement)
PURCHASE REQUEST (PR)
Required Documentation for Multi-Year Funding Continuations (i.e., Year 2 of 3 or Year 3 of 3)
PROGRESS REPORT
TECHNICAL EVALUATION MEMORANDUM
REVISED BUDGET (if changed from the plan when Grant or Cooperative Agreement was awarded)
JUSTIFICATIONS AND OTHER APPROVALS (if changes affecting these requirements were made)
ADDITIONAL LANGUAGE AND/OR REQUIREMENT FOR AWARD (if necessary)
PURCHASE REQUEST (PR)
Required Documentation for Supplements (Augmentations) (within original period of performance)
ENDORSED PROPOSAL FOR ADDITIONAL WORK
APPROVED DETAILED BUDGET FOR ADDITIONAL WORK
REVISED BUDGET (if changed from the plan when Grant or Cooperative Agreement was awarded)
TECHNICAL EVALUATION AND SELECTION STATEMENT FOR ADDITIONAL WORK
PURCHASE REQUEST (PR)